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# CIVILIAN PERSONNEL DIRECTORATE (CPD)

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## New Employee Pay Orientation

DEFENSE CIVILIAN PAYROLL SYSTEM (DCPS)  
THEATER SUPPORT OFFICE

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DSN: 337-3127



# Topics of Discussion

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Regulatory Base  
Resources  
Security & Security Awareness Training  
USERID Requests/ Issuance/Deletions  
Work Schedules  
Timesheets/ATAAPS  
Recording Time

Premium Hours  
Leave Entitlements  
Required Documentation  
Timekeeper Reports  
Responsibilities



# Acronyms

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<b>AE</b>	Army in Europe	<b>HHG</b>	Household Goods
<b>AKO</b>	Army Knowledge Online	<b>LES</b>	Leave and Earnings Statement
<b>ATAAPS</b>	Automated Time and Attendance Production System	<b>LN</b>	Local National or Host National
<b>CAC</b>	Common Access Card	<b>LQA</b>	Living Quarters Allowance
<b>CFR</b>	Code of Federal Regulations	<b>LWOP</b>	Leave Without Pay
<b>COB</b>	Close of Business	<b>NTE</b>	Not to Exceed
<b>CPAC</b>	Civilian Personnel Advisory Center	<b>OPM</b>	Office of Personnel Management
<b>CPOC</b>	Civilian Personnel Operations Center	<b>OPF</b>	Official Personnel Folder
<b>CSR</b>	Customer Service Representative	<b>PPE</b>	Pay Period Ending
<b>DAC</b>	Department of the Army Civilian	<b>PA</b>	Post Allowance
<b>DCPS</b>	Defense Civilian Payroll System	<b>PCS</b>	Permanent Change of Station
<b>DCPDS</b>	Defense Civilian Personnel Data System	<b>POV</b>	Privately Owned Vehicle
<b>DFAS</b>	Defense Finance and Accounting Service	<b>PRO</b>	Payroll Office
<b>DoD</b>	Department of Defense	<b>TDY</b>	Temporary Duty
<b>DoDFMR</b>	Department of Defense Financial Management Regulation Manual	<b>T&amp;A</b>	Time and Attendance
<b>EOPF</b>	Electronic Official Personnel Folder	<b>SES</b>	Senior Executive Services
<b>FLSA</b>	Fair Labor Standards Act	<b>USAREUR</b>	United States Army Europe
<b>FMLA</b>	Family Medical Leave Act	<b>WG</b>	Wage Grade
<b>FRG</b>	Family Readiness Group		
<b>GS</b>	General Schedule		



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# DCPS PAYROLL SUPPORT OFFICE

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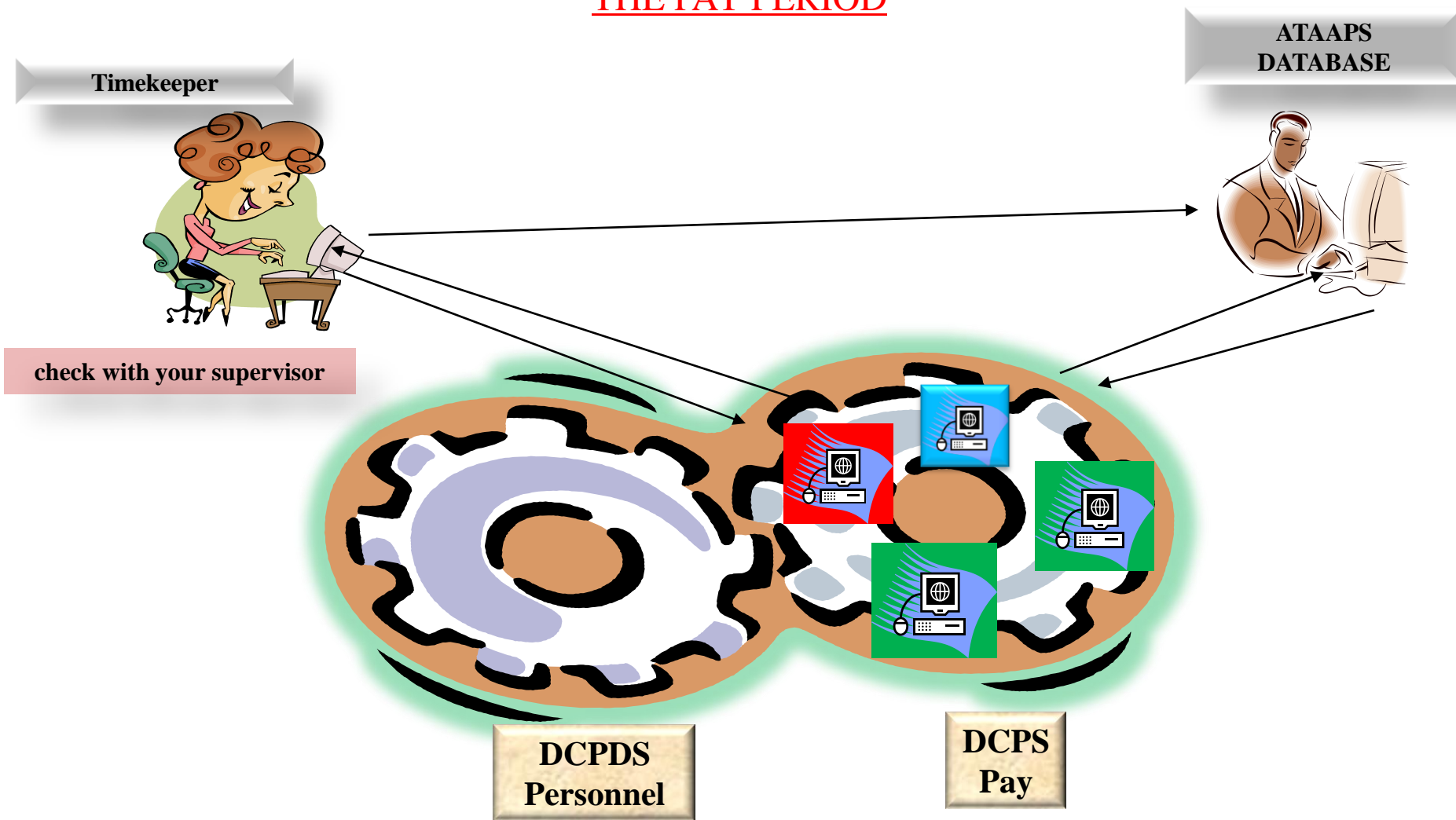
Defense Finance and Accounting Service(DFAS)-Indianapolis  
Army's servicing payroll office

Defense Civilian Pay System (DCPS)  
is the automated civilian payroll system used by the Defense  
Finance and Accounting Service (DFAS) for DoD appropriated  
fund civilians

DCPS Support Branch  
'payroll liaison office' supporting US ARMY EUROPE

# DCPDS & DCPS


**ALL TIMECARDS ARE DUE NO LATER THAN COB FRIDAY BEFORE THE END OF THE PAY PERIOD**





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# PAY PERIOD CALENDAR

2014 PAY PERIOD CALENDAR																											
Beginning of a Pay Period Timecard Certification End of a Pay Period (PP#)														Federal Holiday Review Mgmnt reports / LES online Pay Date													
January							February							March							April						
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May							June							July							August						
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						
September							October							November							December						
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa
	1	2	3	4	5	6				1	2	3	11							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
HOLIDAYS																											
New Year's Day - January 1														Labor Day - September 1													
Martin Luther King Birthday - January 20														Columbus Day - October 13													
President's Day - February 17														Veteran's Day - November 11													
Memorial Day - May 26														Thanksgiving Day - November 27													
Independence Day - July 4														Christmas Day - December 25													
Request for annual leave must be scheduled in writing to be eligible for restoration of annual leave																											

# ATAAPS

ATAAPS Labor  
Menu | Logout | **Help**  
Timekeeping: Labor

Please use the “help” menu for more information on how to navigate and use ATAAPS or contact your Designated super user or timekeeper

Go to Bottom

**Employee Information**

Logged In As:  UIC: EURCPD

Team:  << >>

Employee:  << >>

Begin Pay Period:  << >>

NtDiff/Haz/Oth No Concur: M Certified: No Sent To Payroll: No [View Leave](#)

Concur NLT COB on Thursday before the end of each pay period

Employee Hours																				
					December	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Work Center	Job Order	On Code	Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>		7HDE	Ensure your timecard is accurate every pay period ATAAPS also allows you to do future labor hours in event of leave, TDY or federal holidays																0.00	
Scheduled Hours						0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth		InsertRow	Refresh	Summary	Create LU												

Go to Top



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# Time Card

EMPLOYEE SSN required			Activity optional		Organization		Tag # required		EMPLOYEE NAME (LAST, FIRST, MI) required								PAY PERIOD ENDING required								
HOURS OF WORK																									
////	AWS	WK 1	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	WK 2	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT								
TOUR				8	8	8	8	8			8	8	8	8	8										
optional			supervisor's established work schedule for the pay period																						
GRADED ND																									
WK#	DAY#	TYPE HOUR	HOURS		JOB ORDER NUMBER						E/H OTH	LST HR	TMP SFT	NIGHT DIFF	INJURY NUM	START TIME	INIT								
1	4	LA	8	0	sample of employee taking annual leave. Documentation required																				
2	5	OS	2	0	Only enter overtime hours worked																				
exceptions to established work schedules are recorded here																		some type tour codes require additional entries in these fields. Occasional night differential entries are entered here							
required			required ( not certified without supervisor's signature)																						
EMPLOYEE SIGNATURE				DATE				SUPERVISOR SIGNATURE				DATE													
<div>CA-Religious Comp Time Taken CB-Comp Time for Travel Earned CC-Comp Time CallBack CD-Credit Hours Earned CE-Comp Time Earned CF-Comp Time for Travel Taken CN-Credit Hours Taken CR-Religious Comp Time Earned CT-Comp Time Taken DA-Birth of Son/Daughter (FMLA) DB-Adoption or Foster Care (FMLA) DC-Care of Immed. FM w/a Serious Health Condition (FMLA) DD-Serious Health Condition of Employee (FMLA) DE-Use of Sick Leave Family Care Purposes DF-Adoption or Foster Care (FFLA)</div> <div>HC-Holiday Call Back HF-Holiday Work, First Shift (Ungraded) HG-Holiday Work (Graded) HS-Holiday Work, Second Shift (Ungraded) HT-Holiday Work, Third Shift (Ungraded) KA-LWOP KC-AWOL LA-Annual Leave LH-Holiday LK-Home Leave LM-Military Leave LN-Administrative Leave LS-Sick Leave LT-Days Off due to Injury LU-Day Of Injury LV-Excused Lateness LY-Time Off Award</div> <div>OC-Overtime CallBack OS-Overtime Scheduled OU-Overtime Unscheduled OX-Overtime Exception (Intermittents) RF-Regular, 1st Sft (Ungraded) RG-Regular, Graded RS-Regular, 2nd Sft (Ungraded) RT-Regular, 3rd Sft (Ungraded) SG-Sunday Graded (GS-Employees)</div>																									

Regularly used Type Hour codes

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IAW EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD. CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.





# Pay Period Timeline

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## **Monday before end of each pay period**

- **Default Labor populates ATAAPS**
- **Employee submits a signed timecard to Supervisor for review (non ATAAPS)**
- **Employee must concur with labor reported hours in ATAAPS**

## **Friday before end of each pay period**

- **All labor reported must be certified**
- **Approved timecards data entered into DCPS**

## **Monday after end of the pay period**

- **All certified labor is loaded into DCPS (ATAAPS)**

**note: May vary depending on organization**

## **Tuesday & Wednesday after end of the pay period**


- **Any additions, changes or deletions must be processed through DCPS**

**Changes can be made in ATAAPS. However, it will not update to DCPS until next pay period**

**\*check your activity and supervisor for local policy and procedures**

# GUIDANCE

## REGULATIONS / RESOURCES and Helpful links



<https://cpolrhp.cpol.army.mil/eur/overseas/index.htm> - **Living and Working Overseas**  
<http://www.eur.army.mil/g1/content/CPD/dcps.html> - Civilian Personnel Directorate  
<http://www.opm.gov/> - Office of Personnel Management  
<https://tsp.gov/index.shtml> - Thrift Savings Plan  
<https://mypay.dfas.mil/mypay.aspx> - myPay  
<https://ataaps.csd.disa.mil/index5.htm> - ATAAPS (USAREUR ONLY)  
[https://aepubs.army.mil/pdfpubs/AER690-110\\_1002337!.pdf](https://aepubs.army.mil/pdfpubs/AER690-110_1002337!.pdf) - **Civilian Timekeeping in Europe**  
[https://aepubs.army.mil/pdfpubs/AER690-990-100\\_1004227!.pdf](https://aepubs.army.mil/pdfpubs/AER690-990-100_1004227!.pdf) - **Alternative Work schedule**  
[https://aepubs.army.mil/pdfpubs/AEP690-630\\_1004927!.pdf](https://aepubs.army.mil/pdfpubs/AEP690-630_1004927!.pdf) - **Excused Absence**  
<http://comptroller.defense.gov/fmr/08/index.html> - **DoD FMR Volume 8 (Civilian Pay)**  
<https://eopf1.nbc.gov/army/> - eOPF  
<https://www.abc.army.mil/> - Army Benefits Center (ABC)

# Regulatory Framework

Code of Federal Regulations & Office of Personnel Management

Title 5 – Exempt Employees

Title 38 – Some Medical Employees

10. FLSA CATEGORY

E

11. SCD LEAVE	12. MAX LEAVE CARRY OVER	13. LEAVE YEAR END
12/02/88	240	01/01/00

CURRENT BALANCE	USE-LOSE/ TERM DATE
207.50 75.25	37.50

<p><b>Department of Defense</b></p> <p><b>CIVILIAN LEAVE AND EARNINGS STATEMENT</b></p> <p>VISIT THE DFAS WEBSITE AT: <a href="http://WWW.DFAS.MIL">WWW.DFAS.MIL</a></p>						<p>1. PAY PERIOD END</p> <p>08/14/03</p>	
						<p>2. PAY DATE</p> <p>12/05/03</p>	
3. NAME		4. PAY PLAN/GRADE/STEP	5. HOURLY/DAILY RATE	6. BASIC OT RATE	7. BASIC PAY + LOCALITY ADJ = ADJUSTED BASIC PAY		
DOE JANE Q		GS12/02	22.16	25.25	43876.00 + 23788 = 46254.00		
8. SOCIAL SEC NO		9. LOCALITY %	10. FLSA CATEGORY	11. SCD LEAVE	12. MAX LEAVE CARRY OVER	13. LEAVE YEAR END	
417-64-5556		5.42	E	12/02/88	240	01/01/00	
14. FINANCIAL INSTITUTION - NET PAY			15. FINANCIAL INSTITUTION - ALLOTMENT #1		16. FINANCIAL INSTITUTION - ALLOTMENT #2		
AMSOUTH BANK OF FLORIDA			PEN AIR FEDERAL CREDIT UNION		WARRINGTON BANK		
17. TAX	MARITAL STATUS	EXEMPTIONS	ADOL	18. TAX	MARITAL STATUS	EXEMPTIONS	ADOL
FED	S	1		100003	S	11	
AL	S	P1/D10		100006	S	1	
GA	S	1	10				
				TAXING AUTHORITY		19. CUMULATIVE RETIREMENT	
				MOBILE NR			
				LILLIAN			
						20. MILITARY DEPOSIT	

# RESPONSIBILITIES

Supervisor

Timekeeper

Employee

DCPS Customer Service  
Representative

# Employing Activity's Responsibilities

Responsibility of Employing Agency, Approving Official and Timekeeper

## An employing activity must ensure compliance regarding the following T&A functions:

1. Individuals recording and approving T&A are properly trained;
2. The recording and approval of T&A are performed timely and accurately by the responsible individuals and **appoint a designated individual to review and sign required reports;**
3. All supporting documentation is available for review and audit;
4. **All procedural guidance is clear, adequate, and available to all individuals recording and approving T&A;**
5. Every effort is made to correct errors within the pay period to which the changes apply;
6. A supervisor or other equivalent official approves all corrections or adjustments and promptly reports the approved corrections to the civilian payroll office (PRO);
7. All individuals responsible for reporting, approving, reviewing, or processing T&A data, in any form, must be held accountable for the accuracy, integrity, and security of the information. The discovery of any violations of internal controls, improper input of T&A data, or security breaches must be immediately reported to an appropriate supervisory official.



# Employee Responsibilities

- AE 690-110 #4 (d) Civilian Timekeeping in Europe
- Accurately record hours worked and taken on timesheet (if not on ATAAPS)
- **Attest to accuracy with signature or concur if in ATAAPS every pay period**
- Be aware of and follow regulatory/supervisory guidelines for work and leave hours
- Review leave and earnings statements (LES) and report discrepancies immediately.

Note: The payroll functional objective for time and attendance is to ensure that the attendance (i.e., presence or absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances.



# Employee AE 690-110 #4 (d)

- (1) Ensure the **timekeeper is informed of reporting and departing times**. Provide an accurate timesheet and supporting documents to the timekeeper in a timely manner
- (2) Keep records of work hours and account for all leave and absences using the codes and procedures in this regulation**
- (3) Provide supervisors with appropriate documentation (for example, itinerary, local travel voucher, temporary duty orders) for compensatory time for travel earned. This documentation must be provided within 5 workdays after returning to the official duty station
- (4) Submit leave requests (OPM Form 71) to their supervisor for approval.  
(USAREUR will use Leave and Premium Request in ATAAPS)
- (5) Review and ensure the time and attendance record is correct before it is submitted for processing**
- (6) Review their Leave and Earnings Statements and report discrepancies to the supervisor or timekeeper



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# Supervisor Responsibilities



**Work Schedules are established for each employee**

**Ensure your timekeeper has access to DCPS at all times**

➤ Clear all red triangles prior to certifying the timecard

➤ **Certify timecards by COB Friday before end of pay period**

➤ Ensure T&A records are kept for 6 yrs and 3 months

➤ Give timekeeper access, training and time

➤ **Review the Leave Availability report**

➤ Responsibilities are detailed in DOD 7000.14-R, Volume 8, Financial Management Regulations, Civilian Pay

➤ **Ensure the accuracy of the time and attendance**

➤ **Ensure their employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, are accurate**

Department of Defense Financial Management Regulation Manual Vol. 5 chapter 33

Certifying officers and DOs are automatically pecuniarily liable if there is a fiscal irregularity.

This is known as the "presumption of negligence" (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an erroneous (i.e., illegal, improper, or incorrect) payment.





# Approving Official's/Supervisor's Responsibility

An approving official, usually the employee's supervisor, maintains the primary responsibility for authorizing and approving T&A transactions. An approving official must perform the following T&A functions:

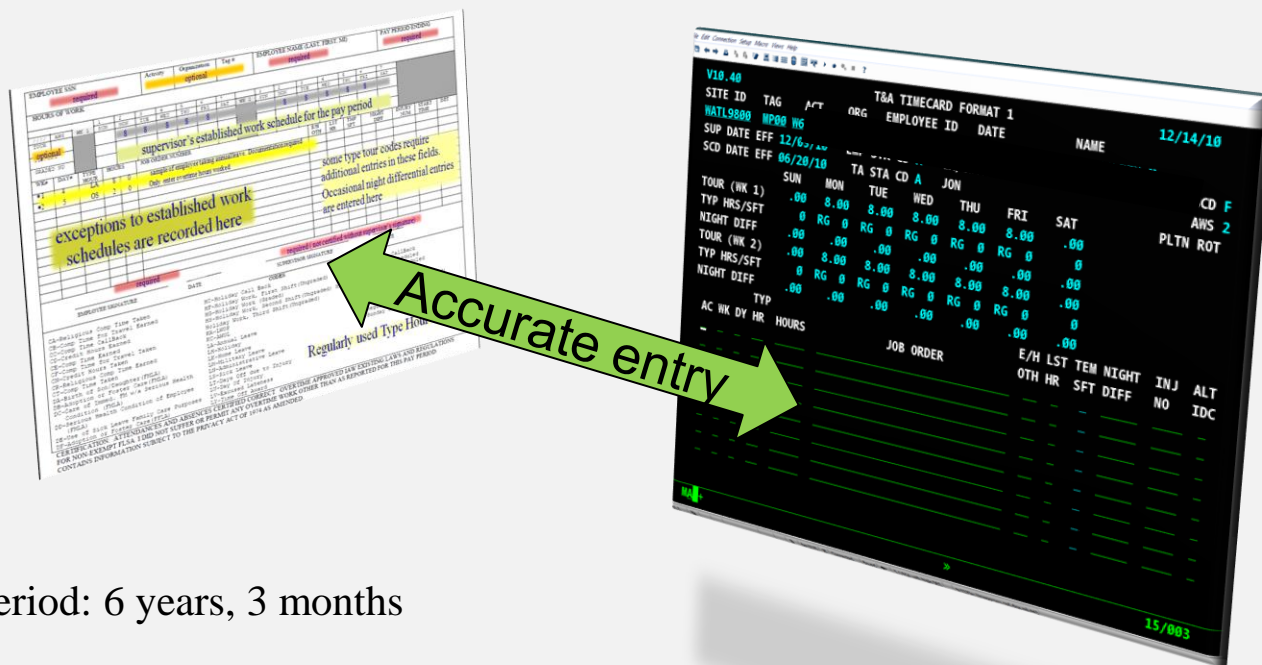
1. When approving T&A, all supervisors, other equivalent officials, or higher level managers must certify that, to the best of their knowledge, the actual work schedules recorded are accurate. An employee's supervisor should be aware of an employee's work schedule, leave taken, and any absence from duty and must review and approve the T&A to ensure its accuracy. Supervisors must ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner.
2. The supervisor may assign responsibility for observing daily attendance or accurately recording T&A data to a timekeeper or, in limited circumstances, to the individual employee. However, the supervisor is still ultimately responsible for the timely and accurate reporting of the T&A; in accordance with applicable policies, regulations, instructions, and bargaining agreements. The supervisor must inform the timekeeper when an employee is on leave, or has worked any type of premium work. The supervisor may assign an alternate timekeeper to maintain T&A during the absence of the primary timekeeper.

# Supervisor Responsibilities

## Manual Time and Attendance Certification (Non ATAAPS)

The employee's Supervisor reviews and manually signs the paper time card to certify the employee's time.

Objective of Control: All employee time and attendance information is reviewed by an authorized approver/certifier



Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

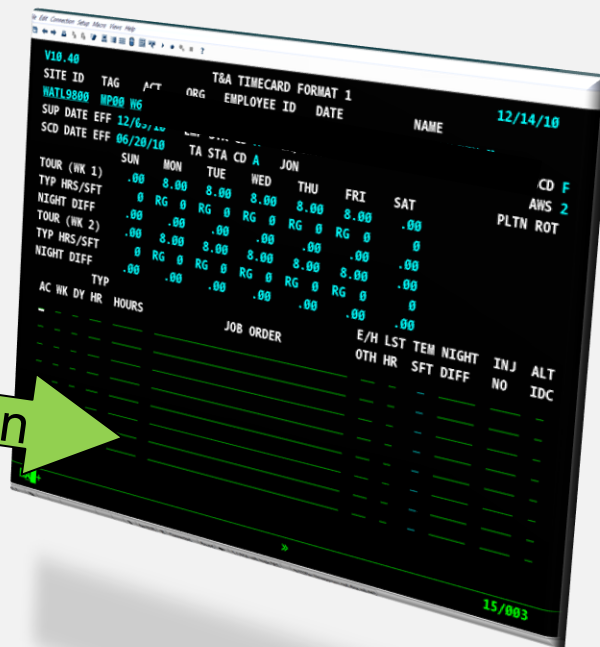
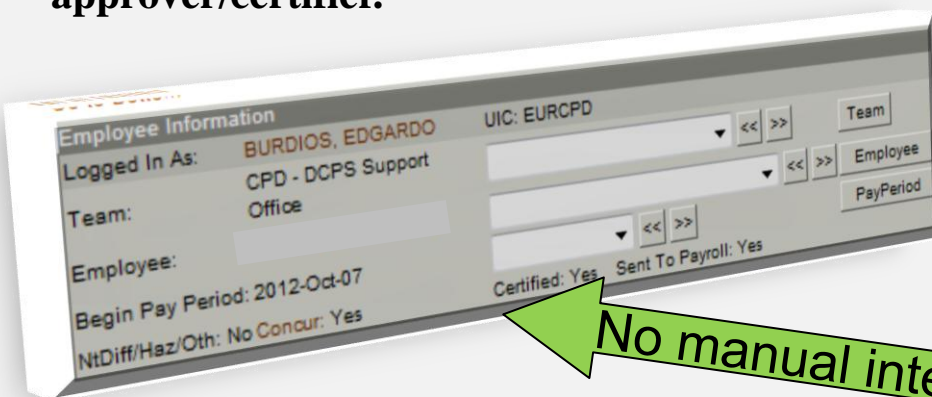
Recurring Points of Concern: Retention of appropriate documentation for auditing purposes

# Supervisor Responsibilities

## ATAAPS Online Time and Attendance Certification

The appropriate Supervisor/Certifier reviews and approves the time card in ATAAPS to certify the employee's time no later than close of business on Friday before the end of each pay period.

**Objective of Control:** All employee time and attendance information is reviewed by an authorized approver/certifier.



No manual intervention

**Frequency:** Bi-Weekly

**Document Retention Period:** 6 years, 3 months

**Recurring Points of Concern:** Ensure reviewer has the required authority to review and sign off on an employee's time card.



# Timekeeper Responsibilities

Timekeeping is a critical function that may be performed by the individual employee, a designated timekeeper, the employee's supervisor, or a combination of these individuals.

A timekeeper must be aware of the employee's attendance and absence each day

A timekeeper must perform the following T&A functions:

1. Promptly and accurately recording all exceptions to the employee's normal tour of duty;
2. Ensuring that employees have attested to the accuracy of both their current pay period's T&A including any exceptions such as use of leave and to any adjustments or corrections to a previously approved T&A. If the employee is not available prior to the approval of the T&A, then attestation must be documented as soon as possible. An employee's attestations must be documented in writing or electronically and may be in the form of:
  - (a) A manually completed hard copy document such as a sign-in, sign-out sheet;
  - (b) A printout of an automated record such as a T&A report with the employee's signature written or electronic; or
  - (c) T&A report with the employee's initials or an automated or electronic record showing that the employee has affirmed the correctness of the data; and
3. Ensuring that all entries for overtime, compensatory time earned, or holidays worked have been approved, and that total hours are correct, before submission for a supervisor's approval and certification.



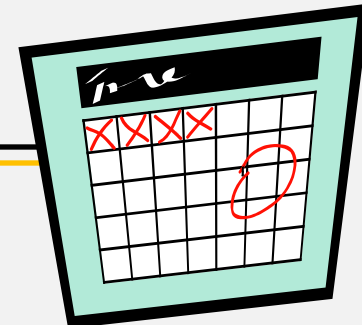
# DCPS Europe Support Office Responsibilities

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- Primary point of contact for all time and attendance, ATAAPS, leave and civilian pay related matters
- Coordinate time and attendance input by timekeepers
- Pay & Leave problem resolution
- Special pay requests

# Work Schedules

## DoDFMR Volume 8 chapter 2



- Supervisors determine the work schedule
- Full-time is 80 hours bi-weekly
- Part-time is between 16 and 32 per week
- Intermittent employees have no schedule
- Must be correct in system before entering time worked
- Mission requirements, not employee needs, should be the reason to change schedules
- Accuracy is crucial to correct pay

**\*An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report.**

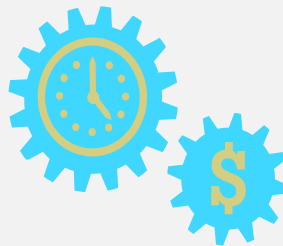
# Hours of Work/Pay



# Hours of Work/Pay

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- OS/OU Overtime (030301)
- CE Compensatory Time (030302E)
- HG Holiday Premium (030305)
- Night/Shift Differential (030303)
- SG Sunday Premium (030304)
- CR Religious Comp (030302F)
- CB Compensatory Time for Travel
- All are determined by work schedule
- Premium hours are either worked outside the established tour of duty OR they are paid on established tour of duty
- Management is responsible for appropriately compensating employees for work (directed or not). Employees should not be permitted to work outside their established work hours without the approval and direction of their supervisor. Lunch breaks will not be considered as time worked.





# Overtime Pay

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Each employing activity shall be responsible for controlling overtime.

Supervisors shall ensure that overtime worked is covered by funds targeted for their employing activity. Approval or disapproval of overtime shall be consistent with direction from the Deputy Secretary of Defense.

Normally, approval to work overtime shall be made in writing in advance of performing the work.

The PRO will pay only approved overtime as certified on the time-and-attendance report.



## Payment for Unused Compensatory Time

When an FLSA-exempt employee separates or transfers to another DoD Component (e.g., from Army to Navy, or Air Force to the Defense Logistics Agency) or the employee moves to a non-DoD agency (e.g., Army to Department of the Treasury), the losing Component shall pay for any unused compensatory time balances. The balance shall be paid at the overtime rate in effect when the compensatory time was earned



# Overtime, Compensatory Time and Holiday Worked

- Can be directed and should be approved in advance
- AE 690-110A or “In-Lieu-of” document with correct/specific description and justification and appropriate signatures
- Premium request on ATAAPS will be used by all USAREUR employees
- Comp time in lieu of overtime converts to \$ if not used within 26 pay periods Time worked = Time off
- Comp time can be mandatory for WG(exempt): must be paid \$\$ unless WG volunteers
- Limit on pay period amount/may require bi-weekly pay cap waiver



# Overtime, Compensatory Time rate of payment

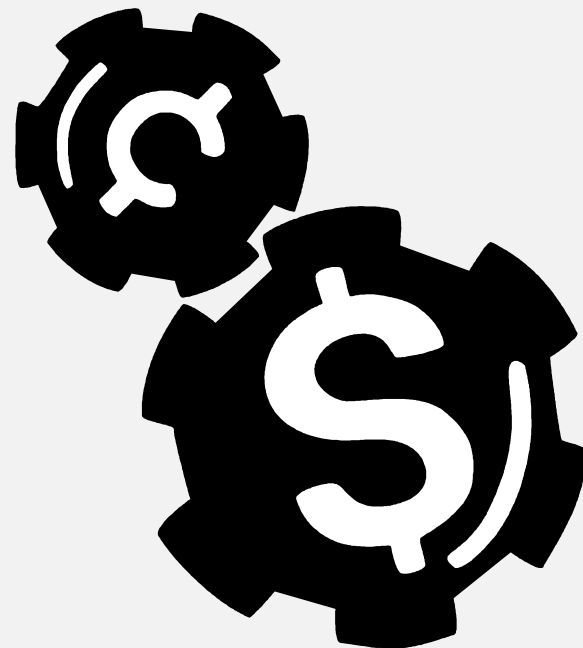
- For each GS employee whose rate of pay does not exceed a minimum applicable rate for a GS-10, **the overtime hourly rate is one and one-half times the employee's hourly rate of pay**
- For each employee whose rate of basic pay exceeds the minimum rate for a GS-10, **the overtime hourly rate is equal to the greater of one and one-half times the applicable minimum hourly rate of basic pay for a GS-10 or the employee's hourly rate of basic pay**
- Management may mandate that for employees whose hourly rate is equal to or greater than a GS10 step 10 to earn comp time vice overtime

**Call-back overtime work. Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for him, or for which he is required to return to his place of employment, is deemed at least 2 hours in duration for the purpose of premium pay, either in money or compensatory time off**

# Other Overseas Entitlements

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Bi-weekly LQA  
Post Allowance  
Danger pay  
Imminent Danger Pay  
Post Differential  
Foreign Transfer Allowance  
Home Leave



The start, stop, or change of these entitlements are generated by Servicing Civilian Personnel Advisory Center (CPAC)



# Biweekly/Annual Pay Limitations

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- GS Employees (Not Wage Grade)
- Comp Time Included in Calculations
- Waiver Authorized for Deployments, Direct Support and Mission Critical
- Documentation Required – send to DCPS Support Office for processing
- **Biweekly Cap on Premium Pay: *the sum of an employee's basic pay and premium pay (including night pay, the dollar value of compensatory pay, overtime pay, premium pay on an annual basis, and pay for Sunday and holiday work) for any pay period may not exceed the biweekly rate of basic pay payable for either a General Schedule (GS) GS-15, step 10***
- Maximum: Level V of the Executive Schedule for the calendar year.



# LEAVE PROGRAMS AND OTHER ENTITLEMENTS





# Types of Leave Hours

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**LA** - Annual Leave

**LS** - Sick Leave

**CT** - Compensatory Taken

**CF** - Compensatory Time for Travel  
Taken

**LH** - Holiday Leave

**CR** - Religious Comp Leave

**LK** - Home Leave

**LY** - Time Off Award

**LS/LA** - Donated Leave

**LN** - Funeral Leave 0522

[http://comptroller.defense.gov/fmr/08/08\\_05.pdf](http://comptroller.defense.gov/fmr/08/08_05.pdf)

**KA** - Leave Without Pay

**LN** - Administrative Leave

**LV** - Excused Absences

**LN/RG** - PCS

**LU/LT** - COP/Traumatic Injury

**LS/LA** - Sick Leave to Care for  
Family Member

**LS/LA/KA** - FMLA

**LM** - Military Leave

**LP/LQ/LR** - Restored Leave

**KC** - AWOL



# Annual Leave/Sick Leave

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- Annual Leave – “LA”
  - ✓ 1 year to 3 years 4 hours
  - ✓ 3 years to 15 years 6 hours
  - ✓ More than 15 years 8 hours
  - ✓ Approval required to take annual leave
- Annual Leave Max Carry over to next leave year
  - ✓ 240
  - ✓ 360 for some OCONUS employees
- Sick Leave 4 hours for all – “LS”
  - ✓ No max
  - ✓ Must authorize upon request, documentation after 3 continuous days, sick leave abuse can justify documentation after each use of sick leave
  - ✓ OPM 71 is the form to use for an employee to request any type of absence
  - ✓ Leave request on ATAAPS will be utilized at all times for all USAREUR
  - ✓ Copy of approved OPM 71 will be attached to hard copy timecard



# Advanced Leave 050205

Approved hours using the OPM 71 sent to DCPS CSR

A copy of the approved request will be the supporting document when used

- Advanced Annual Leave – “LB”
  - ✓ Up to annual amount accrued for the leave year
- Advanced Sick Leave – “LG”
  - ✓ 240 Hours per leave year

4. Type of Leave/Absence						5. Family and Medical Leave
Check appropriate box(es) and enter Date and Time below)						Total Hours
		Date		Time		
		From	To	From	To	
<input checked="" type="checkbox"/>	Accrued annual leave	06/11/2012	06/25/2012	08:00	16:00	88.00
<input type="checkbox"/>	Restored annual leave					
<input type="checkbox"/>	Advanced annual leave					
<input type="checkbox"/>	Accrued sick leave					
<input type="checkbox"/>	Advanced sick leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other						
<input type="checkbox"/>	Compensatory time off					
<input type="checkbox"/>	Other paid absence (specify in remarks)					
<input type="checkbox"/>	Leave without pay					

If annual leave, sick leave, or leave without pay will be used under the Family and Medical act of 1993 (FMLA), please provide the following information:

☐ I hereby invoke my entitlement to family and medical leave for:

☐ Birth/Adoption/Foster care

☐ Serious health condition of spouse, son, daughter, or parent

☐ Serious health condition of self

Contact your supervisor and/or your personnel office to obtain additional information about entitlements and responsibilities under FMLA. Medical certification of a serious health condition may be required by your agency.

# Donated Leave

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Requires authorization and documentation from CPAC

Any DoD employee can donate annual leave only to an approved recipient

CSR Remedy Template - sent to DCPS payroll

- ✓ Self or Family
- ✓ **LS for employee, LA for family member**
- ✓ Activity maintains documents
- ✓ CSR maintains account – donations are used in order received.
- ✓ Unused donations are returned to the employee.
- ✓ **Do not allow timecard to be coded as KA**





# Time Off Award – “LY”

---

Time off granted as an incentive award must be used within 1 year from the effective date

- Up to 40 hours per achievement
- Max of 80 hours per year
- Transfers within agency
- Forfeited upon separation or transfer outside current agency

Personnel Action must be processed and posted to account before employee can charge requested time off

Supervisors and employees are responsible for scheduling the use of this leave within 1 year. The award will forfeit if not used within the 1-year timeframe.

There is no provision for restoring time-off awards.



# Credit Hours

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- Credit hours are any hours within a flexible schedule that are in excess of an employee's basic work requirement, and that the employee elects to work to vary the length of a workweek or a workday.
- Only employees on flexible schedules may work credit hours.
- Credit hours shall be earned and used in the same increments as other absences with pay.
- May accumulate not more than 24 credit hours
- The employee receives no additional pay for credit hours when these hours are credited to his or her account.
- An employee shall not use credit hours to increase the entitlement to overtime pay.
- An employee shall not be paid Sunday pay or holiday pay for credit hours.
- Whether an employee is entitled to night pay for credit hours on the workday in which taken depends on the rules for night pay.
- Credit hours shall be considered daytime hours whenever possible.
- Credit hours shall be paid at the employee's current hourly rate when:
  - an employee is no longer subject to a flexible work schedule program
  - transfers to another employing activity,



# Required Leave Without Pay Status

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Authorizing LWOP is a matter of administrative discretion. An employee cannot demand LWOP as a matter of right except as follows:

- Family Medical Leave Act of 1993 (FMLA)
- Uniformed Services Employment Act 1994
- Disabled veterans for medical treatment
- While receiving worker compensation
- Family members PCS with sponsor – NTE 12 months

Note: get CPAC involved if an employee is on LWOP for 30 days or more



# **Administrative Leave/Excused Absence –** **“LN”**

- **FRG Meetings**
- **To participate in special-emphasis programs**
- **Conditions of employment: Required medical exams, certifications or license**
- **Initial EAP counseling**
- **Serve on USAREUR councils and boards**
- **Routinely scheduled parent/teacher conferences**
- **Tardiness (less than 1 hr)**
- **Job Interviews with DOD**
- **Personnel or EEO services**
- **To participate as a volunteer/mentor in officially sanctioned programs**
- **Blood Donation**
- **Participate Fit to Win**



# ADMIN/DUTY TIME FOR PCS – “LN”

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- Key is granting the appropriate amount of time away
- Should be minimum time needed for each task or activity
- Supervisor responsible for accessing and approving time
- LN – POV inspection, in/out processing, opening/closing bank accounts, obtaining driver's license/plates
- RG – Passport, vaccinations, housing issues, packing and receiving HHG (up to 24 hours)

# Family members are the relatives of the employee:



- Spouse, and parents thereof:
- Children, including adopted children and spouses thereof:
- Parents:
- Brothers and sisters, and spouses thereof: and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship





## Family members (continued)

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Changes are making the definitions of family member and immediate relative more explicit to include more examples of relationships that are covered under the phrase

“any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.”

These examples include stepparents and stepchildren, grandparents, grandchildren, and same sex and opposite-sex domestic partners. In addition, OPM’s final regulations define the terms committed relationship, domestic partner, parent, and son or daughter.

Please note that the new definitions do not apply to the Family and Medical Leave Act (FMLA). The situations in which an employee can invoke FMLA leave and the individuals for whom an employee can provide care under FMLA are specified in law.

The regulations are available at <http://edocket.access.gpo.gov/2009/pdf/E9-22030.pdf>



# Family Medical Leave Act

---

- CPAC is employees first contact
- Up to 12 workweeks of unpaid leave or sick leave during 12 month period
- Purposes
- Documentation
- Must be employee or family member

## Codes for Use on Timecard E/H/Other Field

- DA – Birth of a Child
- DB - Adoption or Foster Care
- DC - Care of Immediate Family Member
- DD - Serious Health Condition of Employee



# Sick Leave to Care for Family Member “LS”

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- Up to 104 hours each leave year  
\*\*\*\*Provide care for family member (short term illness, arrangements required due to death and attend funeral services due to death of a family member, and adoption of a child

Codes for Use on Timecard –  
E/H/Other Field

DE = Bereavement/Family  
Care

DF = Adoption Purposes

- No required balance maintained in sick leave account.

# Military Leave – “LM” 0518

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- Supervisor should assure that proper documentation is provided to timekeeper and CSR
- Before posting timekeeper should have orders
- Must have certified orders showing attendance within 6 weeks of return
- 15 days per fiscal year with 15 possible carry over
- May be eligible for additional 22 days
- President Bush granted 5 adjustment days at the end of deployment tour



# Family Medical Leave Act

- CPAC is employees first contact..
- Up to 12 workweeks of unpaid leave or sick leave during 12 month period
- Purposes
- Documentation
- Definition of: family member

4. Type of Leave/Absence					
Check appropriate box(es) and enter Date and Time below:					
	Date		Time		Total Hours
	From	To	From	To	
<input checked="" type="checkbox"/> Accrued annual leave	06/11/2012	06/25/2012	08:00	16:00	88.00
<input type="checkbox"/> Restored annual leave					
<input type="checkbox"/> Advanced annual leave					
<input type="checkbox"/> Accrued sick leave					
<input type="checkbox"/> Advanced sick leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other					
<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence					
<input type="checkbox"/> Leave without pay					

5. Family and Medical Leave Act
Annual leave, sick leave, or leave without pay will be used under the Family and Medical act of 1993 (FMLA). please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self  Contact your supervisor and/or your personnel office to obtain additional information about entitlements and responsibilities under FMLA. Medical certification of a serious health condition may be required by your agency.

Codes for Use on Timecard – E/H/Other Field

- DA – Birth of a Child
- DB - Adoption or Foster Care
- DC - Care of Immediate Family Member
- DD - Serious Health Condition of Employee

- Approved request forwarded to CSR

# Home Leave – “LK” 0521

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Personnel Record Interfaces Entitlement to DCPS

5, 10 Or 15 Days Depending on Contract

Sets 360 Annual Leave Carry Over

Must be used only for visits to United States, the Commonwealth of Puerto Rico, or a territory or possession of the US. Does not have to be home of record

May be used in conjunction with a TDY

Entitlement when 24 months of service abroad. Previous overseas tours can contribute to the 24 month requirement

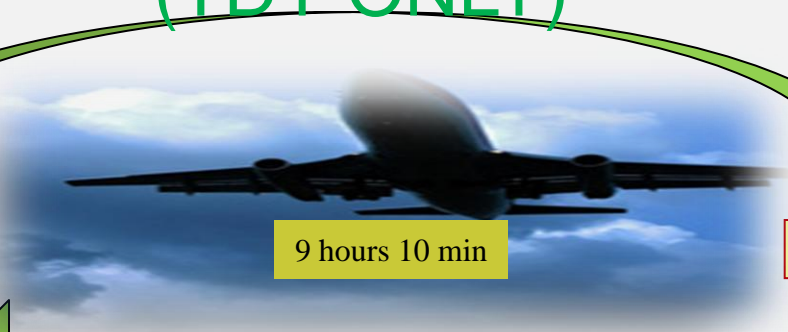
Unused home leave stays in leave balances, never converts to hours of pay

# COMPENSATORY TIME FOR TRAVEL

(TDY ONLY)



1140



9 hours 10 min



2050

Usual waiting time

4 hours 40 min less  
HTW 30 min

4 hours

Determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

05 Jan  
0050

04 Jan  
0700



17.50 total travel time  
08.30 less tour of duty and HTW travel  
09.20 CB earned for 04 Jan





# Compensatory Time Off for Travel

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- Compensatory time off, for exempt (GS) employees

Not applicable to SES, or LN

- For time spent in a travel status (TDY)
- Away from the employee's official duty station
- When such time is not otherwise compensable
- The travel must be officially authorized:
  - For work purposes and
  - Approved in advance by an authorizing official under established agency policies (i.e. verbal, tdy orders, etc)






# Forfeiture






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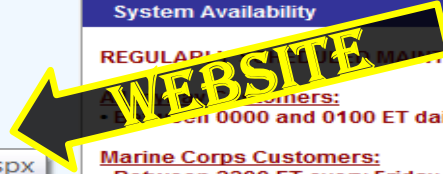
- Compensatory time-off for travel is forfeited:
  - If not used within 26 pay periods after it is credited
  - Upon voluntary transfer to another agency
  - Upon movement to non-covered position (e.g., SES)
  - Upon separation from the Federal Government
- Exception:
  - If employee goes on LWOP in middle of 26 pay periods, the 26 pay-period waiting time starts over upon their return.
- Under no circumstances may an employee receive payment for unused compensatory time-off for travel

# Understanding MYPAY



[Accessibility](#) | [Security](#) | [Privacy Notice](#) | [FAQ](#) | [System Usage](#) | [Contact Us](#)

Log In	Important Information	Quick Links																				
<p><b>Account Access</b></p> <p>Login ID:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <p><input type="button" value="Go"/> </p> <p>To enter your Password more securely, click on the On-Screen Keyboard link below.</p> <p><a href="#">On-Screen Keyboard</a></p> <p><input type="button" value="SmartCard Login"/> </p> <p><b>DoD CAC   PIV</b></p> <p><a href="#">Create an Account</a></p> <p><a href="#">Forgot your Login ID?</a></p> <p><a href="#">Forgot or Need a Password?</a></p> <p><a href="#">How New Accounts are Added to myPay</a></p> <div>  <p>It's about the customer!</p> </div> <p><b>Stay Connected</b></p> <p> </p> <p><a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a></p>	<p><b>2013 myPay Tax Statement Schedule</b></p> <table> <tr> <td>Annuitant 1099-R</td> <td>Available</td> </tr> <tr> <td>Retiree 1099-R</td> <td>Available</td> </tr> <tr> <td>Civilian W-2 (DoD/Non-DoD)</td> <td>Available</td> </tr> <tr> <td>Reserve Component Air Force, Army, and Navy W-2</td> <td>Temporarily Unavailable</td> </tr> <tr> <td>Army Student Loan Repayment Program (SLRP) W-2</td> <td>Available</td> </tr> <tr> <td>Active/Reserve Component Marine Corps W-2</td> <td>Available</td> </tr> <tr> <td>Army Non-Appropriated Fund (NAF) Civilian W-2</td> <td>Available</td> </tr> <tr> <td>Savings Deposit Program (SDP) 1099INT</td> <td>01/23/2014</td> </tr> <tr> <td>Active Component Air Force, Army, and Navy W-2</td> <td>01/24/2014</td> </tr> <tr> <td>Travel/Miscellaneous W-2</td> <td>01/31/2014</td> </tr> </table> <p><b>Attention Army Retirees who use AKO Email</b></p> <p>The U.S. Army will close all retirees' and family members' Army Knowledge Online (AKO) accounts between Jan. 31, 2014 and Mar. 31, 2014. Army retirees who have AKO email addresses (ending in @us.army.mil) in their myPay accounts should add a personal commercial email address to their myPay account as soon as possible to continue to receive notices from DFAS. To add an email address, retirees should log into their account and select the "Email Address" option.</p> <p>For more on the AKO Transition, visit the <a href="#">AKO website</a>.</p> <p><b>Strong Passwords</b></p> <p>Stronger passwords are making your myPay account more secure. Check out our new <a href="#">Tips &amp; Tricks</a> page to get info on creating your new password and keeping it safe.</p> <p><b>System Availability</b></p> <p><b>REGULAR MAINTENANCE:</b></p> <p><b>Customers:</b></p> <p>Between 0000 and 0100 ET daily, Monday–Friday</p> <p><b>Marine Corps Customers:</b></p> <p>Between 2200 ET every Friday and 0400 ET every Saturday (access to LES and W-2)</p>	Annuitant 1099-R	Available	Retiree 1099-R	Available	Civilian W-2 (DoD/Non-DoD)	Available	Reserve Component Air Force, Army, and Navy W-2	Temporarily Unavailable	Army Student Loan Repayment Program (SLRP) W-2	Available	Active/Reserve Component Marine Corps W-2	Available	Army Non-Appropriated Fund (NAF) Civilian W-2	Available	Savings Deposit Program (SDP) 1099INT	01/23/2014	Active Component Air Force, Army, and Navy W-2	01/24/2014	Travel/Miscellaneous W-2	01/31/2014	<p><b>DFAS Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">DFAS - Home</a></li> <li><a href="#">How do I get a new myPay Password?</a></li> <li><a href="#">myPay Assistance and Customer Support</a></li> <li><a href="#">myPay SmartCard (DoD CAC and PIV)</a></li> <li><a href="#">myPay Trusted agents</a></li> <li><a href="#">Pay Inquiries: Army Active, Navy (Active/Reserve) Air Force (Active/Reserve/Guard)</a></li> <li><a href="#">Pay Inquiries: Army National Guard</a></li> <li><a href="#">Pay Inquiries: Army Reserve</a></li> <li><a href="#">SmartVoucher - Complete a DD 1351-2</a></li> <li><a href="#">Travel Voucher Checklist</a></li> </ul> <p><b>External Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">Adobe Reader</a></li> <li><a href="#">Army Retirement Services Office</a></li> <li><a href="#">IRS Withholding Calculator (Form W-4)</a></li> <li><a href="#">Military Compensation - Retirement Calculators</a></li> <li><a href="#">PDHRA for Army Civilians</a></li> <li><a href="#">PlanSmartChoice</a></li> <li><a href="#">Thrift Savings Plan</a></li> <li><a href="#">TreasuryDirect</a></li> <li><a href="#">US Air Force - Home</a></li> <li><a href="#">US Army - Home</a></li> <li><a href="#">US Marine Corps - Home</a></li> <li><a href="#">US Navy - Home</a></li> <li><a href="#">Veterans Affairs - Home</a></li> <li><a href="#">Veterans Affairs - Returning Service Members (OEF/OIF)</a></li> </ul>
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**WEBSITE**



# Understanding MYPAY

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➤ An online pay account management system that provides paycheck and tax information for military members, retirees, annuitants, and federal civilian employees. Maintained by the Defense Finance and Accounting Service (DFAS), allows military and civilian personnel the capability of viewing and printing their:

- Leave and Earnings Statement
- End-of-year W-2 Wage and Tax Statement Forms
- Army Student Loan Repayment Program (SLRP) Tax Forms
- Travel/Miscellaneous Tax Statement

## Other Benefits

In addition to viewing and printing documents, users can also:

- Start or change Direct Deposit
- Change their tax withholding deductions
- Turn on/off hard-copy LES and W2 forms
- Update correspondence Address
- Start or Change Health Savings Allotment
- Update E-mail address



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# MYPAY Menu

## Your Overseas Army DoD Civilian Pay Account

- [Leave and Earnings Statement \(LES\)](#)
- [Foreign Entitlements Statement](#)

### Pay Changes:

- [Allotments](#)
- [Combined Federal Campaign \(CFC\)](#)
- [Correspondence Address](#)
- [Direct Deposit](#)
- [Health Savings Account](#)
- [Turn on/off Hard Copy of LES](#)

### Taxes:

- [Federal Withholding](#)
- [State Withholding](#)
- [Tax Statement \(W-2\)](#)
- [Travel / Miscellaneous Tax Statement \(W-2\)](#)
- [Turn on/off Hard Copy of W-2](#)
- [Travel Voucher Advice of Payment \(AOP\)](#)
- [Email Address](#)
- [Security Questions for Password Resets](#)
- **[Personal Settings Page](#)** (Click here for details)



# Understanding MYPAY

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## Civilian employees:

myPay accounts are established after you receive your first pay check.

1. **DoD Civilian Employee** with a **Common Access Card (CAC)** and a **SmartCard Reader**, you can access myPay anytime after you receive your first pay check by clicking 'SmartCard Login' on the myPay home page.

2. Civilians employed by the Army will receive a temporary password via email on Tuesday. We will send it to the email address your employer provided us or to the work email address you provided when you received your CAC. Upon receipt of your temporary password select the 'Create an Account' link to establish your Login ID and permanent password. If you do not receive your password, please verify/change your email address with your employer by following the instructions in the bullets below. Please note that myPay updates email addresses each Tuesday. You can also select 'Forgot or Need a Password' on the myPay home page for additional temporary password options.

**Army employees** – Contact your local site's email administrator or go to Army Knowledge Online (AKO) myPay updates on Tuesday.

3. All other employees, including DoD employees that DO NOT have access to a SmartCard Reader, will receive your temporary password by mail at your home of record. If you do not receive your password letter, please verify/change your mailing address with your local customer service representative. Once they have updated it in your pay system, you can request a temporary password by mail by selecting 'Forgot or Need a Password' on the myPay home page. Upon receipt of your temporary password select the 'Create an Account'



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# Understanding Your Leave and Earnings Statement

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- The purpose of the Leave and Earnings Statement (LES) is to provide the employee with a biweekly record of earnings, deductions, and leave information.
- The LES provides civilian employees with pertinent and timely information. The form is tailored to each employee, that is, only earnings, deductions, and leave data applicable to the individual employee will be printed.

**Department of Defense**

**CIVILIAN LEAVE AND EARNINGS STATEMENT**

VISIT THE DFAS WEBSITE AT: [WWW.DFAS.MIL](http://WWW.DFAS.MIL)



# Understanding Your Leave and Earnings Statement

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## **1 PAY PERIOD END DATE END**

**This is the last day of the pay period reflected in the data in (mm/dd/yy) format.**

## **2 PAY DATE PAY PERIOD DISBURSING DATE**

**This is the actual payday for the above pay period.**

## **3 NAME EMPLOYEE NAME**

**This is the employee name as it appears in the payroll records.**

## **4 PAY PLAN CODE/GRADE CIVILIAN GRADE/STEP PAY RATE STEP**

**This is the employee's current pay plan, pay grade, and step**

## **5 HOURLY/DAILY RATE**

**This is the daily rate of pay for employees whose pay basis is per day, or the hourly rate of pay for all others.**



# Understanding Your Leave and Earnings Statement

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## **6 BASIC OT RATE**

## **GRADED OVERTIME HOURLY LIMIT**

For employees not eligible for overtime pay, this block will be blank.

For employees eligible for overtime pay:

- for Federal Wage System employees, this is the Hourly Rate in block 5 times 1.5, although the actual overtime rate for any given day can be affected by shift or other premium pay;
- for exempt employees, this is the Hourly Rate times 1.5, or the maximum overtime rate payable (GS10 Step 1).
  
- for non-exempt employees, this is the maximum overtime rate, therefore this will be the Hourly Rate times 1.5, or the maximum overtime limit of a GS10 Step 1 if the employees overtime pay is equal to or exceeds the GS10 Step 1 amount.

## **7 BASIC PAY**

For employees paid an annual salary (pay basis 'PA'), this BASIC PAY is the basic annual pay. If a locality adjustment is applicable, the block will also contain the locality adjustment annual amount and the adjusted basic annual pay. These values are shown on the SF-50.





# Understanding Your Leave and Earnings Statement

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## 8 EMPLOYEE IDENTIFICATION

For U.S. citizens, this is the employee's Social Security Number  
(Note: The first 5 positions of the SSN are masked on a "hardcopy" LES.)

## 9 LOCALITY PAY PERCENTAGE

This is the percentage for any applicable locality adjustment.

## 10 FAIR LABOR STANDARDS ACT EXEMPT STATUS

This is the employee's Fair Labor Standards Act (FLSA) status, E for exempt, N for non-exempt. The FLSA Status used to calculate the employee's pay is printed.

## 11 SERVICE COMPUTATION DATE LEAVE

This is the employee's Service Computation Date for Leave. This date is used to determine the annual leave accrual rate and is shown on the SF-50.

## 12 MAX LEAVE CARRY OVER      ANNUAL LEAVE CEILING

This is the maximum number of annual leave hours which the employee may carry from one leave year to the next.



# Understanding Your Leave and Earnings Statement

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## **13 LEAVE YEAR END**

This is the last day of the current leave year. This is the date any annual leave above the "Max Leave Carry Over" amount will be forfeited.

## **14 FINANCIAL INSTITUTION NET PAY NAME**

This is the name of the financial institution receiving the employee's net pay direct deposit.

## **15 FINANCIAL INSTITUTION ALLOTMENT #1 NAME**

This is the name of the financial institution receiving a direct deposit of an employee savings allotment.

## **16 FINANCIAL INSTITUTION ALLOTMENT #2 NAME**

This is the name of the financial institution receiving a direct deposit of an employee savings allotment.

## **17 TAXING AUTHORITY CODE, MARITAL STATUS, STATUS, EXEMPTIONS, ADDITIONAL TAX EXEMPTIONS, WITHHOLDING ADD'L**

This block contains any applicable federal and state tax information.

## **18 TAXING AUTHORITY CODE, MARITAL STATUS, STATUS, EXEMPTIONS, ADDITIONAL TAX EXEMPTIONS, WITHHOLDING, TAXING AUTHORITY CODE ADD'L TAXING NAME AUTHORITY**

This block contains any applicable city, county or other local tax information.



# Understanding Your Leave and Earnings Statement

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## **CURRENT EARNINGS Section**

The name of the earning is printed under the column heading "TYPE". The number of hours or days used in determining the amount is printed under the column heading "HOURS/DAYS". The dollar amount of the earnings prints under the heading "AMOUNT". If an entitlement is not based on hours or days worked, the "HOURS/DAYS" column will be blank.

## **RETROACTIVE EARNINGS Section**

The column headings in this section will be the same as the Current Earnings section. The same types of earnings may also be present. This section is to distinguish earnings for prior pay periods due to corrections to time and attendance, late processing of personnel actions, or other similar corrections, from current pay period earnings. The earnings in this section may be negative, showing collections for previous overpayments.

## **DEDUCTIONS Section**

The name of the deduction prints under the column heading "TYPE". Information to further identify certain deductions may print under the heading "CODE". The current pay period deduction amount prints under the heading "CURRENT". The total amount of the deduction for the pay year prints under the heading "YEAR TO DATE".



# Understanding Your Leave and Earnings Statement

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## LEAVE Section

Only those types of leave applicable to an individual employee print on the employee's LES. The name of the type of leave prints under the heading "TYPE". Any balance carried from the previous leave year prints under the heading "PRIOR YR BALANCE", when applicable. The accrual for the pay period reflected on this LES prints under the heading "ACCRUED PAY PD", when applicable. The leave year to date total accrual prints under the heading "ACCRUED YTD", when applicable. Usage for the pay period reflected on this LES prints under the heading "USED PAY PD".

Total usage for the leave year to date prints under the heading "USED YTD". Any leave donated to another person prints under the heading "DONATED/ RETURNED". Any unused amount returned in the same year will be subtracted from this amount and added to the balance. Any balance of leave available for use prints under the heading "CURRENT BALANCE". In the case of advanced leave, the current balance will be a negative figure. Under the heading "USE-LOSE/TERM DATE" there will be an amount or a date, depending on the type of leave.



# Understanding Your Leave and Earnings Statement

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## **BENEFITS PAID BY GOVERNMENT FOR YOU Section**

This section displays employer contributions associated with employee deductions. The name of the employer contribution prints under the column heading “TYPE”. The current pay period contribution amount prints under the column heading “CURRENT”. The total amount of the contributions for the pay year prints under the heading “YEAR TO DATE”.

### **TYPE**

401K SAVINGS 401-K savings plan 401K SRCHRG 401-K employer surcharge DISABLTY INS  
Disability insurance FEGLI Federal Employees Group Life Insurance FEHB Federal Employees Health  
Benefits MEDICARE Medicare OASDI Old Age Survivor Disability Insurance (Social Security)

## **REMARKS Section**

All remarks that apply to an employee print on the LES, unless there is insufficient room on the form due to the number of earning, deduction, or leave entries.

There are three types of remarks that may be printed on the LES: “SPECIAL”, “ADDITIONAL”, or “GENERAL”. All “SPECIAL” remarks applicable to an employee are printed prior to any “ADDITIONAL” remarks being printed. All “ADDITIONAL” remarks will be printed after any “SPECIAL” remarks and prior to any applicable “GENERAL” remarks.



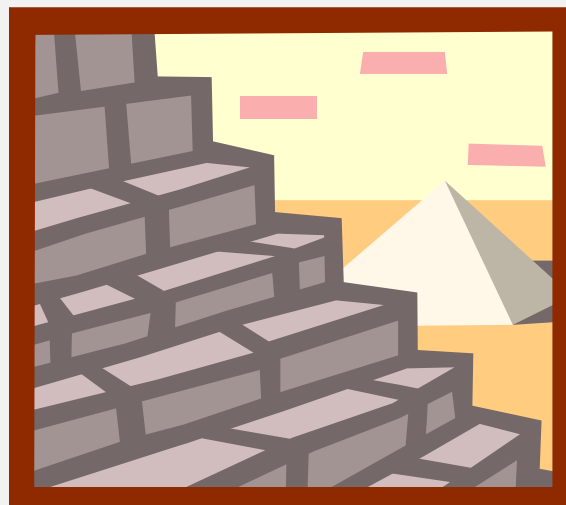
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# Understanding Your Leave and Earnings Statement

Department of Defense										1. PAY PERIOD END: 08/14/03							
CIVILIAN LEAVE AND EARNINGS STATEMENT										2. PAY DATE: 12/05/03							
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL																	
3. NAME DOE JANE Q			4. PAY PLAN/GRADE/STEP GS12 / 02		5. HOURS/YEARLY RATE 22.16		6. BASIC OF RATE 25.25		7. BASIC PAY + LOCALITY ADJ. = ADJUSTED BASIC PAY 43876.00 + 23788 = 46254.00								
8. SOCIAL SEC NO 417-64-5556			9. LOCALITY % 5.42		10. FLSA CATEGORY E		11. SCD/LEAVE 12/02/88		12. MAX LEAVE CARRY OVER 240		13. LEAVE YEAR END 01/01/00						
14. FINANCIAL INSTITUTION - NET PAY AMSOUTH BANK OF FLORIDA				15. FINANCIAL INSTITUTION - ALLOTMENT #1 PEN AIR FEDERAL CREDIT UNION				16. FINANCIAL INSTITUTION - ALLOTMENT #2 WARRINGTON BANK									
17. TAX		MARITAL STATUS		EXEMPTIONS		ADDL		TAXING AUTHORITY		18. CUMULATIVE RETIREMENT		19. MILITARY DEPOSIT					
FED		S		1		10		MOBILE NR									
AL		S		P1/D10				LILLIAN									
GA		S		1													
21.		CURRENT		YEAR TO DATE		22.											
GROSS PAY		1810.68		27751.80		TSP DATA		13%									
TAXABLE WAGES		1668.86		26358.40													
NONTAXABLE WAGES																	
TAX DEFERRED WAGES		235.39		1393.40													
DEDUCTIONS		934..53		12267.97													
AEIC																	
NET PAY		876.15		15493.83													
CURRENT EARNINGS																	
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
REGULAR		80.00		1772.80													
RETROACTIVE EARNINGS																	
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
OVERTIME		1.50		37.88													
DEDUCTIONS																	
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE		CURRENT		YEAR TO DATE			
ALLOTMENTS.SV (1)				175.00		2675.00		FEGLI		C		8.09		123.48			
MEDICARE				26.25		402.40		RETIRE, FERS		K		14.18		216.78			
FEHB		104		23.22		369.04		CHARITY		AA		3.00		48.00			
TAX, FEDERAL				288.42		4518.52		OASDI				112.26		1720.61			
TAX, LOCAL		100006		10.00		175.72		TAX, LOCAL		100003		16.18		263.58			
TAX, STATE		GA		10.79				TAX, STATE		AL		21.58		351.44			
								TSP SAVINGS				235.39		1487.61			
LEAVE																	
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD		DONATED/ RETURNED		CURRENT BALANCE		USE-LOSS/ TERM DATE	
ANNUAL		177.00		6.00		90.00		1.00		59.50				207.50		37.50	
SICK		47.25		4.00		60.00		4.00		32.00				75.25			
HOLIDAY										32.00							
ADMIN										12.00							
BENEFITS PAID BY GOVERNMENT FOR YOU																	
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE							
MEDICARE		26.25		402.40		RETIRE, FERS		14.18		216.78							
OASDI		105.55		955.22		FEHB		123.44		369.04							
REMARKS																	
SEND YOUR EMPLOYMENT/LOAN VERIFICATIONS TO YOUR HUMAN RESOURCE OFFICE. TSP DEDUCTION PERCENT OR AMOUNT CHANGED																	

# Steps to Successful Time and Leave Administration

- Plan accordingly and prepare your leave (any) request ahead of schedule, follow supervisor expectations/guidelines for time and leave.
- Approval of hours of work and leave taken with required documentation.
- Review your LES every pay period and report any discrepancies to your supervisor for appropriate resolution.



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**DCPS Theater Support Office  
Clay Kaserne, BLDG 1543  
Wiesbaden, GERMANY**







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# DCPS Support Division

**Chief of Payroll**

**337-3120**

## DCPS SUPPORT STAFF

### Financial Training Officer

**337 – 3127**

### MAILING ADDRESS

**HQ USAREUR G1  
UNIT 29351  
APO AE 09014-9351  
Attn: DCPS Division**

**Fax Number:  
337-3106**

**Commercial Prefix:  
(WI) 0611 – 705 - XXXX**

## DCPS CUSTOMER SERVICE PLATFORM

### Pay Entitlements Specialist

**Defacto Actions, Pay Cap Lifts, LQA  
Audits, Summer Hire, UIC/Org Builds,  
Systems access**

**337 - 3123**

**Fax: 3106**

### Customer Service Representatives:

**Grafenwoeher, Hohenfels, Vilseck, Italy,  
Kaiserslautern, Ramstein, Landstuhl,  
Stuttgart**

**337 - 3126**

**Fax: 3106**

**Wiesbaden, Garmisch, Baumholder,  
Heidelberg, Mannheim, BENELUX,  
Bamberg, Ansbach, Schweinfurt,  
Illesheim, Katterbach,**

**337 - 3123**

**Fax: 3106**